



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Huba, South Sudan

EXTERNAL/INTERNAL ADVERTISEMENT – ADMINISTRATOR AND GOVERNMENT LIAISON OFFICER -1 POSITION

Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: HR/Admin
Reporting to: Human Resource Manager
Base Location: Juba base with frequent Field visit
Working Area: Juba Base
Opening Date: 17th April 2024
Closing Date: 30th April 2024

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Administrator and Government Liaison Officer** for its operations.

Summary of the Position

The Administrator and Government Liaison Officer will be responsible for providing general administrative support to the MAG South Sudan programme and safeguarding policies.

This is a Juba based, and will be part of a MAG project that carries out activities in communities affected by landmines across the country. The applicant must be willing to work and travel to other parts of South Sudan when required.

Principal Responsibilities

Government Liaison

- Ensure all staff have valid work-related documents, entries, visas, alien registration, CID finger prints and work permits.
- Ensure compliant on statutory and legal requirement - registration or renewal of necessary compliant certificates are processed on time e.g. RRC registration, NMAA, NGO Forum etc.
- Prepare/update Immigration procedure documents – induction program and share with all international/visitors from H/Q and ensure all relevant equipment/tools are provided to international staff/visitors upon arrival to South Sudan.
- Prepare a visitors' information and supplies pack and ensure it is updated regularly

Administration

- Ensure the efficient running of MAG's Juba office, working with other teams to identify needs and improve or develop systems where necessary.
- Play leading role in office space management, including the anticipation of office space needs and managing office moves.
- Ensure compliance with national and organizational Health and Safety policies, including for any MAG staff based in South Sudan.

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MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.



- Develop, implement and monitor policies and procedures relating to MAG operations and administration in South Sudan, liaising with Safety and Security Coordinator and other Managers/Coordinators in the field
- Lead Guest House management - accommodation and any other relevant service, office services, annual insurance/subscription renewals –DSTV, water, consumables, housing utilities, hygiene and environment safety etc.
- Lead in review of Office/Guest house service contracts and approvals in alignment with the finance /procurement policies in coordination with Logs/Fleet Manager.
- Be the front face for all local visitors and international visitors as well as booking appointment with partners or external parties.
- Maintaining office supplies and coordinating any necessary maintenance as tasked
- Ensure the office is well supplied with stationery and other office essential materials
- Facilitate meeting planning and conference room management. Maintain a conference room and other meeting rooms booking roster.

Contract Management

- Ensure that all leases, insurance and other legal documents are in order, up-to-date, cost effective and relevant.
- Manage Security Guards in liaison with the security service provider ensuring that MAG is updated on any changes to security personnel and or working schedules.
- Shared Responsibility for premises maintenance and security. Responsibility for admin asset and equipment maintenance.
- Opening the mail and distributing

Shared Responsibilities

- Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.

All staff are expected to undertake the following general duties

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programs.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

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Essential Experience

- Previous experience in an administration role
- Excellent administrative skills
- Organized and able to manage a busy workload
- Excellent computer skills
- Able to work efficiently and meet deadlines
- Reliable with good time keeping

Essential Skills and Knowledge

- Good level of spoken English
- Ability to understand and follow instructions
- Effective listening skills and the ability to communicate
- Local Language requirements

Essential Aptitude

- Ability to work under pressure and independently
- Self-motivated, flexible and enthusiastic approach to work
- Punctual, reliable and trustworthy

Qualifications

- Bachelor's degree/Diploma in Business administration, HR management, Public administration or any related business or administrative course.

Selection Criteria:

- Minimum 3-5 years of relevant and practical work experiences in HR and administration
- South Sudanese nationals only
- Completed College or University with administration and human resources
- Demonstrated work experience handling confidential information
- Proficiency with Microsoft office products; excel, word, outlook, power point
- Good command of English and Juba Arabic

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing),** if you have any concerns in this area these should be reported to the County Director.





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HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 30th April 2024, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

